

State of California  
Commission on Teacher Credentialing

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## EMERGENCY PERMITS

### Crosscultural, Language, and Academic Development (CLAD) Permit Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit

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Emergency CLAD and BCLAD Permits are available only at the request of an employer. Individuals may **not** apply directly to the Commission for these documents. If you are seeking employment based upon an emergency permit, please contact your prospective employer for more information.

The purpose of the Emergency CLAD and BCLAD Permits is to allow qualified individuals to be employed while completing requirements for the CLAD Certificate or BCLAD authorization by either passing the appropriate California Teacher of English Learners (CTEL) examination and/or the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) examination or by completing a Commission-approved CTET Program at a California college or university and showing progress toward the certificate or authorization with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Teaching or service authorized by an Emergency CLAD or BCLAD Permit is restricted to schools operated by the employing agency that requested the permit.

### EMERGENCY CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (CLAD) PERMIT

#### Authorization (CLAD Permit)

The Emergency CLAD Permit authorizes the holder to provide the following services to English learners:

- Instruction for English language development in preschool, grades K–12, and in classes organized primarily for adults, except when the prerequisite credential or permit is a Designated Subjects Adult Education Teaching Credential, or a Children’s Center or Child Development Permit, in which case instruction for English language development is limited to the programs authorized by that credential or permit
- Specially designed content instruction delivered in English in the subjects and at the levels authorized by the prerequisite credential or permit

#### Requirements for Initial Issuance (CLAD Permit)

Individuals must satisfy **all** of the following requirements and submit them to the Commission through their employing agency:

1. Possess a baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Possess a valid California teaching credential, Speech-Language Pathology Services Credential or Clinical or Rehabilitative Services Credential with a Special Class Authorization, Visiting Faculty Permit, Child Development Permit, Children’s Center Instructional Permit, or Children’s Center Supervision Permit authorizing the holder to provide instruction to pupils in preschool, K-12, or classes organized primarily for adults.

The following documents do not meet this requirement: emergency permits, Short-Term Staff Permits, Provisional Internship Permits, District Intern Credentials, University Internship Credentials, Exchange Credentials, and Sojourn Credentials.



4. Provide written intent to complete the requirements for renewal during the valid period of the permit
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

### Requirements for Renewal (CLAD Permit)

Individuals must complete **all** of the following requirements and submit them to the Commission through their employing agency:

1. The employing agency must verify that they have provided orientation, guidance and assistance to the permit holder on form [CL-469 CLAD-BCLAD](#), entitled *Emergency Permit Renewal Verification Form*. Orientation to teaching is required for the first renewal only. Guidance and assistance, provided by an experienced educator, must be provided with each issuance. See *Terms and Definitions* for additional information.
2. The employing agency must verify on form [CL-469 CLAD-BCLAD](#) that they have assigned an experienced educator to guide and assist the individual during the valid period of the permit (see *Terms and Definitions*). Required for each renewal.
3. *Only required for those completing CTEL course work in an approved program:* Required for the first renewal only. An authorized person in the credentials office at a California college or university with a [Commission-approved CTEL program](#) must verify on form [CL-469 CLAD-BCLAD](#) that an evaluation has been completed identifying requirements the emergency permit holder must complete to be eligible for the CLAD Certificate. There is no appeal available for this requirement not being completed.
4. Verify completion of **one** of the following:
  - a. *If earning the CLAD Certificate via course work:*  
 Submit transcripts showing the completion of at least six semester units (or nine quarter units) of course work with a grade of "C" or better in a Commission-approved CTEL program. The course work must have been completed after the issuance date of the current permit and prior to the requested issuance date and must be verified by the authorized individual in the credentials department at the college or university. Photocopies of transcripts will be accepted.
  - b. *If earning the CLAD Certificate via exam, one of the following options must be completed:*  
*Option 1*  
 Pass a combination of any two of the following: Test 1, Test 2, or Test 3 of the CTEL Examination, if these exams were not passed prior to the issuance of the current permit. Passing exam scores are valid for five years from the individual exam date.  
*Option 2*  
 Pass a combination of any two of the following: Test 1, Test 2, or Test 3 of the CLAD Examination, if these exams were not passed prior to issuance of the current permit. Passing exam scores are valid for five years from the individual exam date.
  - c. If all exams were passed or all course work has been completed but the individual has not yet met the second language requirement for the CLAD Certificate (when required), three semester units of course work or verification of progress towards the second language requirement must be completed
5. Possess a valid prerequisite credential (see #3 on page 1)
6. Completed application form ([41-REN](#))
7. Application [processing fee](#)
8. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission



## EMERGENCY BILINGUAL, CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (BCLAD) PERMIT

### Authorization (BCLAD Permit)

The Emergency BCLAD Permit authorizes the holder to provide the following services to English learners:

- Instruction for English language development, and instruction for primary language development in the language of emphasis in preschool, grades K–12, and in classes organized primarily for adults, except when the prerequisite credential or permit is a designated subjects adult education teaching credential or a children's center or child development permit, in which case instruction for English language development and primary language development is limited to the programs authorized by that credential or permit
- Specially designed content instruction delivered in English in the subjects and at the levels authorized by the prerequisite credential or permit
- Content instruction delivered in the language of emphasis in the subjects and at the levels authorized by the prerequisite credential or permit

### Requirements for Initial Issuance (BCLAD Permit)

Individuals must satisfy **all** of the following requirements and submit them to the Commission through their employing agency:

1. Possess a baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Possess a valid California teaching credential, Speech-Language Pathology Services or Clinical or Rehabilitative Services Credential with a Special Class Authorization, Visiting Faculty Permit, Child Development Permit, Children's Center Instructional Permit, or Children's Center Supervision Permit authorizing the holder to provide instruction to pupils in preschool, K-12, or classes organized primarily for adults.

The following documents do not meet this requirement: emergency permits, Short-Term Staff Permits, Provisional Internship Permits, District Intern Credentials, University Internship Credentials, Exchange Credentials, and Sojourn Credentials.

4. Verify target-language proficiency by one of the following methods:
  - a. Pass Test II or III (depending on the specific language) of the CSET: LOTE Examinations in the target language
  - b. Pass the listening and speaking sections of Test 6 of the BCLAD Examinations in the target language
  - c. If Test II or III of the CSET: LOTE Examination is not available, pass an assessment performed by an approved organization covering oral language proficiency (both listening and speaking) in the target language
  - d. Pass an assessment covering oral language proficiency, both listening and speaking, administered by a California college or university as a part of its Commission-approved BCLAD emphasis program in the target language
  - e. Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
  - f. Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

5. Provide written intent to complete the requirements for renewal during the valid period of the permit
6. Completed application ([form 41-4](#))
7. Application [processing fee](#)
8. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

### Requirements for Renewal (BCLAD Permit)

Individuals must complete **all** of the following requirements and submit them to the Commission through their employing agency:

1. The employing agency must verify that they have provided orientation, guidance and assistance to the permit holder on form [CL-469 CLAD-BCLAD](#), entitled *Emergency Permit Renewal Verification Form* (see *Terms and Definitions*). Orientation to teaching is required for the first renewal only.
2. The employing agency must verify on form [CL-469 CLAD-BCLAD](#) that they have assigned an experienced educator to guide and assist the individual during the valid period of the permit (see *Terms and Definitions*). Required for each renewal.
3. Verify completion of **one** of the following:
  - a. Pass Test II or III (depending on specific language), IV, or V of the CSET: LOTE Examination if these exams, or their equivalent, were not passed prior to the issuance of the current permit. If all exams have been passed, or if the individual opts to complete course work in lieu of taking these exams, three semester units of course work required for the CLAD Certificate may be substituted. Passing exam scores are valid for five years from the individual test date.
  - b. Pass Test 4, Test 5, or all four parts of Test 6 of the BCLAD Examinations if these exams, or their equivalent, were not passed prior to issuance of the current permit. If all of these exams have been passed, three semester units of course work required for the CLAD Certificate may be substituted. Passing the four parts of Test 6 is not required of anyone who qualifies for the emergency permit by completing subsections 2(d) or (e) under *Requirements for Initial Issuance*. Passing exam scores are valid for seven years from the individual test date.
  - c. Pass Test 1, Test 2, or Test 3 of the CTET Examinations if these tests, or their equivalent, were not passed prior to issuance of the current permit. If all exams were passed or all course work has been completed but the individual has not yet met the second language requirement for the CLAD Certificate (when required), three semester units of course work or verification of progress towards the second language requirement must be completed. Passing exam scores are valid for five years from the individual test date.
4. Possess a valid prerequisite credential (see #3 on page 3)
5. Completed application form ([41-REN](#))
6. Application [processing fee](#)
7. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission. Required for each renewal.



## INFORMATION ABOUT THE CSET: LOTE EXAMINATIONS

The CSET: LOTE examinations for the bilingual authorization consist of the following three exams:

Tests II or III: Language and Communication (Listening, Speaking, Reading, Writing)

Test IV: Bilingual Education and Bilingualism

Test V: Geographic, Historical, Sociopolitical, and Sociocultural Contexts

The final administration of the BCLAD examinations was in June 2007. The BCLAD examination was replaced by the CSET: LOTE Examinations, as described below. Candidates who have previously passed one or more sections of the BCLAD examinations will still be able to use those scores within the applicable period of score validity to meet requirements for the bilingual authorization. Passing exam scores on the BCLAD exams are valid for seven years from the individual test date. Passing exam scores on the CSET: LOTE exams are valid for five years from the individual test date.

Table 1

BCLAD Subtest	Corresponding CSET: LOTE Subtest
Test 4: Methodology	Test IV: Bilingual Education and Bilingualism
Test 5: Culture	Test V: Geographic, Historical, Sociopolitical, and Sociocultural Contexts
Test 6: Language (Listening, Speaking, Reading, Writing)	Test II or III (depending on specific language): Language and Communication (Listening, Speaking, Reading, Writing)

Information regarding CSET: LOTE exam dates, fees, and registration may be obtained by contacting the CSET program directly.

### **CSET Program**

Evaluation Systems

Pearson

P.O. Box 340789

Sacramento, CA 95834-0789

<http://www.ctcexams.nesinc.com>

**(800) 205-3334 or (916) 928-4003**

**(TTY):** (866) 483-6461 or (916) 928-4191

9:00 a.m.–5:00 p.m. PST - Monday–Friday (excluding holidays)

6:30 a.m.–3:00 p.m. PST (Saturday test dates only)

(Automated Information System available 24 hours daily)

## INFORMATION ABOUT THE CTET EXAMINATION

The CTET Examination consists of the following three subtests:

CTET 1: Language and Language Development

CTET 2: Assessment and Instruction

CTET 3: Culture and Inclusion

## INFORMATION ABOUT THE CTET EXAMINATION (continued)

Information regarding the CTET exam dates, fees, and registration may be obtained by contacting the CTET program directly.

### **CTET Program**

Evaluation Systems

Pearson

P.O. Box 340819

Sacramento, CA 95834-0819

<http://www.ctcexams.nesinc.com>

**(866) 851-3815 or (916) 928-4002**

**TTY:** (916) 928-4191

9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays

7:00 a.m.–3:00 p.m. Pacific time, Saturday exam dates only

(Automated Information System available 24 hours daily)

### **Examination Score Validity**

The period of score validity for the BCLAD examination is **seven** years. The period of the score validity for the CSET: LOTE examination is **five** years. After the final BCLAD administration in June 2007, candidates who have not passed one or more sections of the BCLAD examination will subsequently take the corresponding CSET: LOTE subtest as indicated in Table 1 on page 5 of this leaflet.

## **TERMS AND DEFINITIONS**

### *Orientation, Guidance and Assistance*

The employing agency must provide orientation, guidance, and assistance when an individual obtains, for the first time, an Emergency CLAD or BCLAD Permit. The employing agency may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. This shall include, but not be limited to, an overview of **all** of the following topics:

- Curriculum that emergency permit holder is expected to teach
- Effective techniques of classroom instruction at the emergency permit holder's assigned level—preschool, elementary, middle, secondary, or adult education
- Effective techniques of classroom management at the emergency permit holder's assigned level—elementary or secondary to the extent reasonably feasible
- Orientation to teaching shall occur before the emergency permit holder begins his or her teaching assignment.

### *Experienced Educator*

The employing agency will assign an experienced educator to guide and assist the holder of a CLAD or BCLAD emergency permit. The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education, and have completed at least three years of full-time classroom teaching experience.

